



AMC ENGINEERING COLLEGE

AMC ENGINEERING COLLEGE

Affiliated to Visvesvaraya Technological University, Belagavi.

Approved by AICTE, New Delhi. Accredited by NAAC.

18th KM, Bannerghatta Road, Bangalore – 560 083.

www.amcgroup.edu.in

EMPLOYEES

ADMINISTRATIVE AND SERVICE MANUAL



ESTD: 1999

Paramahansa Foundation Trust (R)

AMC-CITY GROUP OF INSTITUTIONS



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VISION

“Imparting Quality Education at an affordable cost”



AMC ENGINEERING COLLEGE

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AMC ENGINEERING COLLEGE SERVICE RULES**INCLUDING C.C.A. RULES - 2008****SERVICE RULES****CHAPTER: I****1. TITLE AND COMMENCEMENT:**

These rules may be called “The service rules for the employees of AMC Engineering College, Bangalore – 83. These rules shall come into force from the date of approval by the GC of the AMCEC apply to the employees of AMCEC.

The GC of AMCEC reserves right to amend/ modify/alter /and add to any of these Rules and to bring any such amendment / alteration with effect from such date as it may fix.

CHAPTER-II

2. DEFINITIONS:

- 2.1. “**Association**” means the Trust registered under the Societies Act for the purpose of establishment of Educational Institutions.
- 2.2. ‘**Board of Management**’ means the board constituted by The General Body of the Trust to manage the affairs of the Association.
- 2.3. ‘**President**’ means President of the Trust.
- 2.4. ‘**Governing Body**’ means the Body constituted according to the guide lines given by AICTE for the college referred to as GB.
- 2.5. ‘**Chairman**’ means Chairman of Governing Body, GC
- 2.6. ‘**Governing Council**’ means the Body constituted according to the guidelines of Board of Management of the Trust.
- 2.7. ‘**Competent authority**’ in relation to the exercise of any Power means the Governing Body and / or Governing Council of any college empowered to exercise any such power by Governing Body of the Trust.
- 2.8. ‘**Institution**’ means the Institutions /Establishments set up and /or run by the Trust which includes schools, Colleges, existing as well as those that may be set up in future.
- 2.9. ‘**Establishment**’ means Hostel, Mess, canteen, Printing press and STD booths etc.
- 2.10. ‘**Head of the Institution**’ means the Principal of the college or any one who is appointed / designated as the Head of the Institution by the Board of Management of the Trust.
- 2.11. ‘**Employee**’ means a person in the employment of the Institution / Establishment set up and /or run by the Trust.
- 2.12. ‘**Family**’ means an employee’s wife or husband, legitimate children and parents in case of unmarried employee, who are residing with and wholly dependent on the employee.
- 2.13. ‘**Ministerial Staff**’ means an employee whose duties are managerial /clerical in nature.

- 2.14. 'Permanent Employee'** means an employee who, upon expiry of the period of probation, has been confirmed in writing in his /her post by the Trust.
- 2.15. 'Tenure post'** means a permanent post that an individual employee may not hold for more than a limited period without re-appointment.
- 2.16. 'Probationer'** means an employee appointed on probation against a permanent vacancy. The employee appointed on probation will continue on probation till he is confirmed in writing. In computing the period of probation extra-ordinary Leave (Leave without salary) granted to a probationer shall be excluded.
- 2.17. 'Part-time employee'** means an employee appointed for limited period on a consolidated monthly salary, who may be employed else where also.
- 2.18. 'Temporary Employee'** means an employee who has been employed for a limited period or for a specific work of temporary nature.
- 2.19. A 'Casual Employee'** means one who is employed on day-to-day basis for specific work of casual nature.
- 2.20. A 'Contract Employee'** means a person appointed on contract for a fixed period.
- 2.21. 'Continuous service'** means the service of an employee from the beginning of his /her service, without any break.
- 2.22. 'Time scale pay'** means pay which rises by periodical increments from minimum to a maximum.
- 2.23. 'Honorarium'** means a recurring or non-recurring payment to an employee payable as remuneration for work done in respect of affairs of the Institutions as may be determined by the competent authority from time to time.
- 2.24. 'Special pay'** means an additional pay to the emoluments of a post or of an employee, granted in consideration of
- 2.23.1.** The special nature of the duties: or
 - 2.23.2.** Specific addition on the work or responsibility.
 - 2.23.3.** Necessity of acquiring or retaining an employee in the Interest of the Association/
Institution/college/school.
- 2.25. 'Subsistence pay'** means the payment made to an employee who is not is not in receipt of pay or leave salary

- 2.26.** ‘**Substantive pay**’ means the pay, other than special pay, personal pay to which an employee is entitled on account of holding the post to which he has been appointed substantively or by reason of his /her substantive position in a cadre.
- 2.27.** ‘**Leave Salary**’ means the amount paid by the Management to an employee for leave period.
- 2.28.** ‘**Day**’ means an English calendar day, beginning and ending at midnight, but absence from Headquarters, which does not exceed 24 hours, shall be reckoned for all-purpose as one day, at whatever hours the absence begins or ends.
- 2.29.** ‘**Month**’ means an English calendar month. In calculation a period expressed in terms of months and days, complete calendar months in respect of the number of days in each, should first be calculated and then add number of days calculated subsequently.
- 2.30.** ‘**Holiday**’ means a holiday prescribed or notified by competent Authority of the Institution.
- 2.31.** **Note:** In these Rules what is said to be applicable to male member will also be applicable to female member of the staff unless repugnant of or inconsistent with the text or context.

CHAPTER-III

3. APPOINTMENT, CONFIRMATION, TERMINATIONS & RETIREMENT:

3.1. All appointments to all categories of posts shall be made by the Governing Body. The Governing Body may appoint selection Committee wherever necessary.

3.2. A candidate appointed by direct recruitment shall assume charge of the Post for which he/ she is appointed within the period specified in the appointment order.

3.3. At the time of joining, the Candidate shall complete the following formalities:

3.3.1 Submission of Joining Report.

3.3.2 Submission of Attested true copies of Educational Certificates along with originals for verification.

3.3.3 Submission of Relieving Letter proof for having complied with the conditions of appointment with the previous employer.

3.3.4 Submission of Evidence of date of birth /proof of age.

3.3.5 Nomination for Provident Fund/Gratuity in prescribed form (if eligible).

3.3.6 Application for Identity Card along with three passport size Photographs.

3.3.7 Application for opening Bank Account prescribed by the college.

3.4 Any of the following documents may be accepted as evidence of date of Birth/proof of age:-

3.4.1 Secondary School Leaving Certificate.

3.4.2 Where a person is non-SSLC, certified Extract from Registrar of Birth & Deaths or any other valid document acceptable to the Management.

The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/ her employment including retirement. The date of birth, once furnished and accepted is final and under no circumstances, the request for correction of the same will be entertained.

3.5 The Institution may verify the antecedents of the candidate either directly or through Agency by referring to the previous Organization in which the candidate was working In the event it is found that the candidate had suppressed material termination of employment.

- 3.6** All appointments shall be subject to the candidate being medically found fit and the candidate shall produce Medical Certificate from the doctor specified by the Institution. The Institution may require employee to be examined by a Medical Officer approved by the Institution for the purpose. If, on examination, the employee is found suffering from a disease or illness that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or to the health of the other employees, students and staff, the Institute may terminate his/her services on Medical Grounds.

The scales of pay applicable to the Principal and other faculty under the existing All India Council for Technical Education, pay scale shall be as under, and as revised from time to time.

Sl. No.	Name of the Post	Pay Scale
1	Principal	37,400/- 67,000 /-
2	Professors	37,400/- 67,000 /-
3	Associate Professors/System Manager	37,400/- 67,000 /-
4	Asst. Professors	15,600/- -39,100/-

The Management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced / talented persons.

- 3.7 Probationary Period:** All employees, other than temporary, shall ordinarily be on probation for a period of two years or as specified in the appointment order. The probationary period may be extended for further period of six months or any part thereof. Notice of extension of probation will be given to the employee in writing before the expiry of the probationary period. However, if such extension notice is not given he/she shall be deemed to be confirmed.
- 3.8** On satisfactory completion of probation, the Governing Body shall confirm the employee's service in writing.
- 3.9 SERVICE RECORD:** A Service Register shall be maintained for every employee showing among other things, his/her permanent address, date of appointment, consolidated pay, scale of pay on which he/she was appointed increments given from time to time. Leave availed, transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after the employee reports for duty and to be updated periodically.

3.10 SPECIAL SERVICE CONTRACT: The Governing Body may appoint an employee on contract basis for a fixed period on such terms and conditions which the Governing Body deems proper and fit as per the requirement of the Institution.

3.11 SENIORITY:

The Seniority in a particular cadre of service or class approved shall be determined as follows.

3.11.1 All persons confirmed shall be senior to all other not conformed in that cadre.

3.11.2 The seniority of persons, who are confirmed shall be according to the dates of confirmation. Where the date of confirmation of any two or more employees is the same, their relative seniority shall be determined with reference to their rank in the lower grade. If the seniority cannot be fixed on the said principle, the one who is older in age shall be treated as senior.

3.11.3 When persons are recruited to a class of post both by internal promotion and direct recruitment, the internally promoted candidate shall rank higher than those recruited directly.

3.11.4 When promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.

3.11.5 When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names of candidate are arranged in the order of Merit.

3.11.6 Seniority of direct recruitment shall be determined as follows.

3.11.7 When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the Merit list.

3.11.8 If the appointments are made without written test and /or interview the date of joining of the candidate shall be the date for reckoning seniority.

3.11.9 RESIGNATION: when an employee tender's resignation to the post held by him/her the following points shall be verified before accepting the resignation.

3.11.10 Whether the resignation is not in the, middle of the academic session prescribed by affiliating University.

3.11.11 Whether the required notice or salary equivalent to the notice period has been paid.

3.11.12 If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is to be refunded.

3.11.13 Whether no dues certificate has been obtained from different Department/section of the Institution.

3.11.14 If the conditions of 3.12.1 to 3.12.4 are fulfilled, the Head of the institution shall forward the resignation letter to the Governing Body with suitable opinion/ remarks for orders/acceptance.

3.11.15 The Management has the right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.

3.11.16 After receiving the orders/ acceptance, the same shall be communicated to the employee by Head of the institution concerned.

3.11.17 The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.

3.11.18 The Governing Body shall be the competent Authority to accept the resignation of all employees.

3.12 TERMINATION OF SERVICE: The Governing Body may terminate the services of an employee under special circumstances such as reduced workload.

3.12.1 After giving three months notice or pay in lieu thereof. No such Notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the Rules.

3.12.2 After giving the three months notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the Governing Body. In case of medical unfitness the opinion of the Medical Board has decided by the Governing Body shall be obtained.

3.12.3 SUPERANNUATION: All employees shall retire on attaining the age of 62 years; The Governing Body may at their discretion grant extension of service of one year or more at a time beyond the superannuation on the merit of each case, subject to the conditions that the extension of service so granted shall not exceed 8 years in any case.

CHAPTER-IV

4. HOURS OF WORK & HOLIDAYS:

- 4.1** All employees are required to work for a minimum of six days a week and 8 hours a day Saturday being half working day.
- 4.2** Duty hours in the different department and sections of the Institutions are to be followed as notified from time to time.
- 4.3** The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend accordingly.
- 4.4 Attendance:**
 - 4.4.1** All employees shall mark attendance in their respective attendance register maintained in the office of the college.
 - 4.4.2** On arrival for duty, the employee shall mark their attendance by affixing their initial in their respective staff Attendance Register. Attendance Register will not be available for signature for the staff who comes late by more than 10 minutes. In case of Electronic Attendance monitoring it will be closed after 10 minutes from the commencement of the College for the day.
 - 4.4.3** No employee reporting fifteen minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the Head of the Department / Principal.
 - 4.4.4** All employees are expected to be at their allotted place of work throughout their duty timings.
 - 4.4.5** Any employee found absent for more than 1 Hour from his /her place of work during working hours without obtaining permission from the Principal / Head of the Department, is liable to be treated as absent for that day.
- 4.5** National & Festival Holidays: Institutions will follow holiday list as per University notification as notified by the Head of the Institution. However, he/she has to be present for the flag hoisting ceremony compulsorily on 15th August and 26th January and other important college functions.

CHAPTER-V

5. PAY AND ALLOWANCES

5.1 Regulation of Emoluments: The pay and allowances admissible to the permanent employees will be paid at the rates and scales of pay sanctioned by the Board of Management from time to time. Pay scale for all the cadres may be fixed at the discretion of the Governing Body on the merit of each case.

5.2 Charge allowance: When an employee is assigned with additional duties in addition to his/her own duties and the charge entails a substantial increase of responsibility and some additional work. He/ she may be paid additional allowance in the form of charge allowance to be fixed by the Governing Body. The charge allowances shall generally not exceed one length of the minimum of the scale of pay applicable to the post of which an employee is placed in additional charge or independent charge.

5.2.1 No charge allowance is admissible unless the incumbent has actually given/taken over charge of the office under the orders of the Head of the Institution / GC / of the Trust.

5.2.2 The minimum period required for claiming charge allowance under this rule shall be one month.

5.2.3 Charge allowance in respect of only one additional post is admissible, even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at a rate of 1/10 of the minimum pay of the post carrying higher pay scale.

5.2.4 However higher charge allowance can be approved by Governing Body as and when the need may arise.

5.3 Fixation of Pay:

5.3.1 When an employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves assumption of duties involving higher responsibilities than those of the post held by him/her, his/her initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation.

5.3.2 An increment may be withheld from an employee by the Institution, if his /her conduct/ performance has not been satisfactory.

5.3.3 Where under the condition of his/her service, an employee has to pass any service examination or test before earning an increment, he/she shall not earn the increment

until he/she passes such examination or test, these examinations or tests may be made mandatory if these check the level of competency of a post which may change from time to time (computer Hardware and software knowledge-operating System, MS WORD, POWER POINT EXCEL, TALLY, Etc.) If the employee fails the examinations declared mandatory by Governing Body, within the prescribed duration specified by Governing Body he/she may be demoted / terminated after giving sufficient chance to improve.

- 5.3.4** After passing the examination or test, his/her pay shall be fixed in the time scale at the stage at which he/she would have drawn the pay, if the earning of the increment had not been deferred, but the increased pay shall be given from the date of passing the examination or test.
- 5.3.5** When an efficiency bar is prescribed in a time scale, the increment next above bar, shall not be given to an employee without specific sanction of the Governing Body.
- 5.3.6** The conditions under which service counts for increments in a time scale are as follows.
- 5.3.7** All duty in a post on a time scale counts for increment in that scale.
- 5.3.8** All leave, except extraordinary leave (Leave without pay & allowances), count for increment in the time scale applicable to a post in which an employee is officiating at the time of proceeding on leave.
- 5.3.9** Extra ordinary leave (leave without pay & Allowance) on medical grounds duly supported by medical certificate shall count for increment.
- 5.3.10** The period spent on probation shall count for increment.
 - 5.3.10.1** Suspension period does not count for increment, if the same is treated as such.
 - 5.3.10.2** Period of unauthorized absence, not regularized but treated as such, shall not count for increment in the time scale.
 - 5.3.10.3** If an employee is demoted as a measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction, shall state the period for which it shall be operative and whether on restoration it will affect future increments and if so to what extent.

CHAPTER-VI

6. DUTIES AND CONDUCT

6.1 Duties of Teachers:

- 6.1.1.** Teachers must see that he & she are conscientious in giving his/her attention to the students.
- 6.1.2.** No teacher is permitted to inflict corporal punishment on a student.
- 6.1.3.** Teachers are expected to record, wherever required by the Regulation, Registers and all Academic marks of their students from time to time in particular at the reopening of the college /school and at the end of the term /semester for School/colleges, each year. Teacher must supply any statistical and other data required by the Head of the Institution.
- 6.1.4.** In addition to normal class-room duties, the teacher shall co-operate carefully and faithfully with the Head of the Institution and other Members of the Teaching staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student or the Institutions in general.
- 6.1.5** No teacher shall undertake private tuition or any other assignment in any other Institutes /Govt, Departments /NGOs etc. without explicit permission from the Head of the Institution.
- 6.1.6.** Teachers shall follow the duties / workload as prescribed by VTU or Regulatory Bodies like A.I.C.T.E./U.G.C.etc. Governing Body or the competent Authority shall have the final say in assigning duties /workload.

6.2 Code of Conduct for Teachers & Employees:

- 6.2.1.** No teacher shall –
- 6.2.1.1.** Knowingly or willfully neglect his / her duties:
 - 6.2.1.2.** Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity:
 - 6.2.1.3.** Discriminate against any student on the group of religion, caste, creed, language, gender, and place of origin, social and cultural back ground or any of them.

- 6.2.1.4.** Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
- 6.2.1.5** Make any sustained neglect in correcting class work or homework done by the students.
- 6.2.1.6** While being present in the Institution absenting himself /herself except with the prior permission of the Institution from the class which he/she required to attend.
- 6.2.1.7** Remain absent from the Institution without leave or prior permission of the Head of institution, provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the teacher (serious emergencies) it shall not be deemed to be breach of the code of conduct, if on return to duty, the teacher has applied for and obtained, post facto, the necessary sanction for the leave.
- 6.2.1.8** Accept any job of a remunerative or any non-remunerative character from any source other than the institution or give private tuition to any student or other person or engage himself /herself in any business unless permitted by the Head of institution.
- 6.2.1.9** Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the Principal.
- 6.2.1.10** Ask for or accept (except with the previous sanction of the Principal) any contribution, or otherwise associate himself/herself with the rising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever.
- 6.2.1.11** Engage himself/herself as a selling agent or, a canvasser for any publishing firm or trader.
- 6.2.1.12** Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- 6.2.1.13** Accept or permit any member of his/her family or any other person acting on his/her behalf to accept, any gift from any student, parent or any person with whom he/she come into contact by virtue of his/her position in the Institution College School.

Explanation

- a) The expression 'gift' shall include free transport, boarding / lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having dealings with him/her in connection with institution.
- b) On occasions, such as, weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly it does not from an act of corruption.

- 6.2.1.14** Practice, or incite any student, to practice, casteism, communalism or untouchables.
- 6.2.1.15** Cause, or incite any other person to cause, any damage to Institution property.
- 6.2.1.16** Behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the Institution premises.
- 6.2.1.17** Be guilty of, or encourage, violence or any conduct which involves moral turpitude.
- 6.2.1.18** Be guilty of misbehavior or cruelty towards any parents, guardian, student, and teacher or attend any meeting during the Institution/school hours except where he/she is required or permitted by the Principal to do so.

6.2.2. Every teacher shall-

- 6.2.2.1** be punctual in attendance and in respect of his/her class work and also for any other working in connection with the duties assigned to him/her by the Principal of the Institution
- 6.2.2.2** Abide by the rules and regulations of the Institution and also show due respect to the Constituted authority.
- 6.2.2.3** Take prior permission from the Governing Body for contesting canvassing for any election and obey any direction issued by the Governing Body.

6.3. Nothing contained sub-rules of 6.1 to 6.2 shall be deemed to take away or abridge the right of a teacher/employee.

- 6.3.1.** To appear for any examination to improve his/her qualifications.

- 6.3.2.** To become or to continue to be a member of any literary scientific or professional organization.
 - 6.3.3.** To make any representation for the redressal of any bonafide grievance, subject to the conditions that such representation is not made in any rude or indecorous language.
 - 6.3.4.** To organize or attend any meeting outside the Institution hours, subject to the conditions premises is held outside. The Association/Institutions premises provided, such meetings are not detrimental to the interests of the Association/Institutions.
- 6.4.** The breach of any condition specified in sub-rules of 6.2 shall be deemed to a breach of the Code of conduct.
- 6.5.** The code of conduct specified for teachers shall, apply to all other employees of the Institution.

CHAPTER-VII

7. MISCONDUCTS, SUSPENSION AND PENALTIES

7.1. Misconducts: Without prejudice to the general meaning of the term, amongst others.

7.1.1. Theft, fraud and dishonesty in connection with the property of the Institution.

7.1.2. Demanding, accepting or offering bribe or any illegal gratification, whatsoever.

7.1.3. Drunkenness, fighting riotous or disorderly or indecent behavior within the premises of the Institution.

7.1.4. Willful insubordination or disobedience, whether individually or in group with others to any lawful and reasonable order of a superior.

7.1.5. Sleeping while on duty.

7.1.6. False statement made in the application for employment/subsequently.

7.1.7. Anywhere within the establishment, causing or threatening to cause mental and/or physical pain or injury to other employees either individually or in collusion with others.

7.1.8. Committing any act likely to harm or endanger the Institution's property.

7.1.9. Sabotage.

7.1.10. Conviction for any criminal offence including moral turpitude.

7.1.11. Refusal to accept any communication charge sheet from the authority of Institution.

7.1.12. Abstaining from appearing before any enquiry authority/committee.

7.1.13. Failure to produce documents/papers etc., when called for.

7.1.14. Habitual neglect of work.

7.1.15. Smoking, chewing tobacco/gutka/pan Masala /Chewing gum or any other prohibited material within the Institution.

7.1.16. Habitual indiscipline or loitering.

7.1.17. Refusal to work any bonafied assignment.

7.1.18. Habitual irregularity in attendance.

7.1.19. Gambling within the premises of the Institution.

7.1.20. Leaving the Institution before time without permission.

7.1.21. Engaging or abetting in abusing and causing physical violence with another employee at any time in the Institution.

7.1.22. Habitual absence without leave or overstaying when on leave.

7.1.23. Holding of unauthorized meeting in the Institution.

7.1.24. Discourteous behavior.

7.1.25. Causing sexual harassment.

7.1.26. Wearing objectionable dress and indecent exposure of the body.

7.1.27. Attending natures call/spitting in open in the Institution.

7.2 **Suspension:**

7.2.1. The Governing Body or any other Competent Authority specified by the Governing Body may place an employee under suspension.

7.2.1.1. Where a disciplinary proceeding against the employee is contemplated or is pending or.

7.2.1.2. Where a case against the employee in respect of any criminal offence is under investigation, inquiry or trial.

7.2.2 An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.

7.2.3 An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

7.3 **Subsistence Allowance:**

7.3.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly emoluments drawn on the date immediately prior to the date on which the employee is suspended.

7.3.2 Where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows.

7.3.2.1 The amount of subsistence allowance may be increased to 75% of the emoluments referred to in sub-rule (1) if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, not directly attributable to the employee under suspension.

7.3.2.2 The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the employee under suspension.

- 7.3.3.** No subsistence allowance is payable to the employee unless the Management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

7.4 Treatment of period of suspension:

- 7.4.1.** If the concerned employee is honorably acquitted and reinstated, the full pay and allowances which he would have been entitled to if he had not been suspended as reduced by the subsistence allowances already allowed to him/her, be paid.
- 7.4.2.** If otherwise such proportion of pay and allowances as the authority may by an order in writing direct.
- 7.4.3.** In a case falling under clauses **7.4.1** the period of absence from duty shall be treated as period spent on duty and in a case falling under clause **7.4.2** the period of absence shall not be treated as period spent on duty, but the Management may in its discretion, grant leave for the period of absence which has not been treated as period spent on duty or on leave shall not count as service for any purpose and shall constitute a break in the service.
- 7.4.4.** No order passed under this Rule shall have the effect of requiring the employee to refund any part of the subsistence allowance paid to him/her.

7.5 Penalties:

- 7.5.1.** The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee.
- 7.5.1.1.** Censure/Warning.
 - 7.5.1.2.** Withholding of increments of pay.
 - 7.5.1.3.** Withholding of promotion.
 - 7.5.1.4** Recovery of the whole or part of any pecuniary loss caused by him / her to the Institution by his/her misconduct or negligence.
 - 7.5.1.5** Removal from service which shall not be a disqualification for future employment elsewhere.
 - 7.5.1.6** Dismissal from service.
- 7.5.2** The following shall not amount to a penalty under the meaning of this Rule, namely.
- 7.5.2.1.** Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his/her unfitness to cross the bar.

- 7.5.2.2. Non-promotion of an employee whether in a substantive or officiating capacity, to a grade or post for promotion to which he is otherwise eligible.
- 7.5.2.3. Reversion of an employee officiating in a higher grade in a post to a lower or the ground that he/she is considered to be unconnected with his/her conduct.
- 7.5.2.4. Reversion of an employee on deputation to his /her parent organization or department.
- 7.5.2.5. **Termination of service:**
 - 7.5.2.5.1. Of a temporary employee at any time before his/her confirmation.
 - 7.5.2.5.2. Or an employee appointed under a contract or agreement or a contract for a fixed period in accordance with the terms of such contract or agreement.

7.6 Procedure for imposition of penalties:

- 7.6.1 No order imposing any penalty shall be made except after an enquiry held in accordance with these Rules.
- 7.6.2 When it is proposed to hold an enquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate them to him/her together with other material as may be necessary or relevant for the purpose of the enquiry and also inform him/her of the appointment of an authority for conducting the enquiry.
- 7.6.3 At the enquiry, the employee shall have the right to appear in person before the enquiry officer or to be represented by another co-employee.
- 7.6.4 The proceedings of the enquiry may be recorded either in Kannada or English, or in any other language acceptable to the employee and enquiry officer, if necessary.
- 7.6.5 On the conclusion of the enquiry, the employee shall be made available a copy of the Report & findings of the Enquiry officer and the employee shall be provided an opportunity to submit his/her explanation on the findings of the enquiry officer. A show cause notice is to be issued as to why the proposed punishment should not be imposed on the employee in respect of the misconduct

proved against him/ her. If the disciplinary authority is satisfied after considering the report of the enquiry officer and the records of the Proceedings and submission of the employee on the finding of the enquiry officers that all or any of the charges against the employee have been proved, he will award the appropriate punishment.

- 7.6.6** In awarding any penalty to an employee under the rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous records, if any, of the employee and any other extenuating or aggravating circumstances that may exist.
- 7.6.7** The order imposing penalty shall be communicated to the employee.
- 7.6.8** An employee who is dismissed or removed from service in accordance with these Rules shall not be entitled to any notice or pay in lieu of such notice.
- 7.6.9** Any recommendations made by Govt, /VTU/AICTE/UGC and any other Governing Bodies may be accepted and implemented by the Management without further enquiries.

CHAPTER VIII

8. LEAVE

8.1 General conditions:

- 8.1.1.** Leave cannot be claimed as matter of right. Discretion is reserved by the chairman or Head of the Institution to grant leave or revoke leave at any time according to the exigencies of service.
- 8.1.2.** Any kind of leave under these Rules may be granted in combination with or on continuation of any kind of leave except casual leave.
- 8.1.3.** Permanent employee shall be eligible for earned leave, casual leave, special casual leave. No employee shall be entitled to any leave under these rules, in respect of unauthorized absence from duty in pursuance of an illegal strike.
- 8.1.4.** No leave shall be granted beyond the date on which an employee is due to retire on attaining the age of superannuation. All leave at credit shall lapse on attaining the age of superannuation except EL for purpose of surrender for encashment on retirement.
- 8.1.5. Leave while under suspension:** leave of absence is not admissible to an employee who has been suspended from duty. An employee under suspension should not leave the Head Quarters where his/her office is located except with specific permission of the Chairman or Head of the Institution.

8.2. Earned Leave:

8.2.1 For Non-teaching staff

- 8.2.1.1** Employees in the Non-teaching staff category working in the non-vacation departments are eligible for 30 days earned leave in a calendar year which shall be credited in advance in two installments of 15 days each on first January and first July, every year.
- 8.2.1.2.** In respect of those employees who join during the middle of the calendar year, earned leave shall be credited at the rate of two and a half day for each completed calendar month of service in the half year of the calendar year in which he is appointed subject to a maximum of 15 days.
- 8.2.1.3** The credit for the half year in which an employee is due to retire or resigns from service shall be accorded at the rate of two and a half days for each

calendar month of service up to the date of retirement or resignation, subject to a maximum of 10 days.

8.2.1.4 When an employee is removed or dismissed from service or dies while in service, the credit of earned leave shall be allowed at the rate of one and a half days for each completed calendar month of service up to end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies while in service.

8.2.1.5. If an employee has taken any extraordinary leave in a half year, credit to be accorded to his/her earned leave account at the commencement of the next half year shall be reduced by an amount equal to two and a half days per month of such extraordinary leave taken subject to a maximum of fifteen days.

8.2.1.6. While according credit of earned leave, fraction of a day shall be rounded off to the nearest day.

8.2.1.7 The maximum earned leave that may be granted at a time shall be thirty days.

8.2.1.8 Earned leave can be accumulated up to 240 days.

8.2.1.9 For Teaching staff:

8.2.2.1. Employees in teaching staff category and working in vacation, department shall be entitled to earned leave of ten days in a calendar year.

8.2.2.2. The leave account of every employee shall be credited with earned leave in advance in two installments of five days each on the 1st January, and 1st July, every year.

8.2.2.3. If an employee has availed extra ordinary leave without allowance or some period of absence has been treated as non-duty during a half year the credit of earned leave to be credited to his/her leave account shall be reduced by one day for 36 days of such extraordinary leave taken, subject to a maximum of five days.

8.3. CASUAL LEAVE:

8.3.2.1. The non-teaching staff and teaching staff category of employees are eligible for 15 days casual leave with full pay in each calendar year and casual leave credit shall be allowed in 2 installment at 7 days on 1st

Jan and 8 days on first July, An employee can avail of casual leave for not more than 5 days at a time, The un-availed casual leave as on 31st December shall lapse. During the first year of service Casual leave available to an employee shall be at the rate of one day for each completed month of service provided the Casual leave at credit shall lapse on 31st Dec.

8.3.2.2. Casual leave could be availed for half a day either in the morning session or in the afternoon session on any working day. Casual leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as casual leave.

8.3.2.3. Leave without allowance shall not be granted in continuation of casual leave, In cases where ;leave without allowance is granted in continuation of casual leave, casual leave already granted if any, shall be cancelled and the leave without allowance should commence from the date on which the casual leave commenced.

8.4. SPECIAL CASUAL LEAVE:

8.4.1. Special casual leave may be granted to an employee for period not exceeding fifteen days in any one calendar year for the following purposes, the period of absence in excess of thirty days should be treated as regular leave special casual leave is permitted to be combined with other kinds of leave.

8.4.2. For participation in sports & Educational programmes (eg, seminar/Conferences workshops) events of University /state /National or International importance. Only one event of its kind in a year is permitted.

8.4.3. When the employee is selected for such participation in respect of international sports events of any one of the recognized sports association as a member of a team which is accepted as representative on behalf of the country.

8.4.4. Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave, however, Sundays and holidays can be prefixed and suffixed to the special casual leave.

8.4.5. Special casual leave not exceeding seven days may be allowed to the married employees of both sexes in any one calendar year who undergo vasectomy or

tubectomy operation on the strength of the medical certificate granted by the Medical officer performing the operation.

- 8.4.6.** Special casual leave not exceeding 14 days may be sanctioned by the president of the Trust to the woman employees who undergo the non-puerperal sterilization and not puerperal sterilization) on the strength of the medical certificate granted by the Medical officer performing the operation.
- 8.4.7.** Special casual leave may also be sanctioned to female employees having three or more living children who are not entitled to the grant of maternity leave, but undergo tubectomy operation even during puerperium under the Family planning scheme.
- 8.4.8.** In the event of failure of tubectomy operation if the employee undergoes non puerperal tubectomy operation for the second time she shall be granted special casual leave not exceeding 14 days, on production of a medical certificate from the Medical officer performing the operation to the effect that the first operation was failure and the second operation was actually performed.
- 8.4.9.** All women employees who undergo IUCD placement may be granted a day's special casual leave on the day of insertion.
- 8.4.10.** Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees who are chosen by any University for attending the examination work. They will not be eligible for TA & DA from the Institution.

8.5. EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY):

- 8.5.1.** Extra ordinary leave (leave without salary) may be granted to an employee in the following circumstances.
- 8.5.1.1 When no other leave is by rule, admissible or
- 8.5.1.2 When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave.
- 8.5.2.** When an employee undergoing treatment for cancer/ mental illness/ pulmonary tuberculosis/ pleurisy of tuberculosis organ/ Leprosy, the Governing Body may at its discretion sanction the required extraordinary leave (leave without salary) for the treatment of such illness if the application is supported by the Medical certificate issued by the Medical specialist treating the concerned disease.

8.6. MATERNITY LEAVE:

8.6.1. A female employee may be granted maternity leave for a maximum period of 90 days with pay.

8.6.2. Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical termination, of pregnancy Act, 1971 subject to the following conditions: -

8.6.2.1. The leave is admissible to a female employee who has completed two years of service as on the date of commencement leave applied.

8.6.2.2. Maternity leave shall not be admissible to a female employee who has two or more living children.

NOTE: In the case of delivery of twins the first two deliveries shall only be taken as two living children for purpose of this rule.

8.6.2.3. Maternity leave may be combined with vacation and treated as leave without allowance only.

8.6.2.4. Maternity leave shall not be debited to the leave account.

8.6.2.5. The salary payable during the maternity leave shall be equal to half of the salary drawn immediately before proceeding on leave.

8.6.2.6. No leave beyond the expiry of maternity leave will be granted. However, in exceptional cases where the female employee is not in a position to join duty immediately, on expiry of maternity leave due to weakness or other illness. Extraordinary leave (leave without salary) not exceeding 30 days may be granted on production of medical certificate, Further, leave beyond 30 days may be considered at the discretion of the Governing Body.

8.6.2.7. If the female employee does not return to duty on the expiry of maternity leave, the salary paid for the period of maternity leave shall be refunded/ recovered.

8.7. OVER STAYING AFTER LEAVE: An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is entitled to no salary for the period of such absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

- 8.8. EMPLOYMENT DURING LEAVE:** An employee who is on leave shall not take service or accept any work profession or employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Chairman, Governing Body, Any violation of the /rule attracts disciplinary action against such employees.
- 8.9. PART-TIME EMPLOYEES:** Part-time employees are not entitled to any kind of leave admissible under this chapter, except casual leave which shall be limited to twelve days in each calendar year to vacation staff and fifteen days in each calendar year to non-vacation staff.
- 8.10. Prefixing and suffixing of holidays:** Leave under these rules, except CL, may be either prefixed or suffixed or both by holidays but the intervening Sundays or holidays shall be included in such leave.
- 8.11. Leave for Employees on Contract:** For the members of staff appointed on contract basis leave will be allowed as follows.
- 8.11.1.** Leave on full pay for 30 days and leave on half pay on medical certificate for 15 days for each year of the period of contract. Provided, that no leave on full pay shall be granted to those working in vacation departments. However, when they work during any part of the vacation under orders of the competent authority they shall be granted earned leave on full pay in proportion to the vacation not availed in accordance with the provisions of these rules.
- 8.11.2.** Three months of extra-ordinary leave without pay may also be granted provided that the period of contract is for at least three years.

CHAPTER - IX

9. VACATIONS & PAYMENTS OF SALARY DURING VACATION

9.1 The Educational Institution shall remain closed for the mid-term and summer vacation for the period prescribed by the respective Heads of the Institution.

9.2 The following procedure shall be followed for the payment of salary for the period of vacation to the teaching staff.

9.2.1 For all Teaching staff who have not completed one year of service and not relieved but continued in service as on date of the commencement of annual summer vacation, 15 days salary only for the vacation months shall be paid in the succeeding months.

9.2.2 The balance of 15 days salary of each month of the vacation period shall be paid, after reporting for duty on re-opening of the Institution after vacation in three monthly installments.

Provided that the salary for the vacation period shall not be drawn and paid for the months in which duty period salary is drawn and paid.

9.3. Payment of salary for the vacation period is subject to the following conditions:

9.3.1 Such teaching staff shall be present on duty on the last working day prior to commencement of vacation and the first working day on re-opening after vacation.

9.3.2. They should have deposited all their education certificates (original) with the Head of the Institution before drawn of the vacation salary.

9.3.3. The Head of the Institution shall record a certificate in the bill that he/has received the original certificates from the employee for whom vacation salary is drawn in this bill and kept in safe custody.

9.3.4. They shall refund the vacation salary drawn for the first year in case, they resign from service before completion of the period of second academic year. Similarly, they shall refund the vacation salary drawn for the second year in case, they resign before completion of the third academic year. Thus, they shall continue in service for three years in order to avail the full benefit of the vacation salary.

9.3.5. In case, they desire to take back the original certificates within three years of service they have to deposit two months' salary in addition to the vacation salary drawn for

the preceding vacation period. Such deposits will be refunded on returning of the original certificates.

- 9.4 The above clauses are applicable to those teaching staff who have completed three years of service as on the date of commencement of summer vacation.

CHAPTER-X

10. EMPLOYEES PROVIDENT FUND AND PENSION SCHEME: -

The employees are covered by the Employee Provident funds and Miscellaneous Provisions Act, 1952. Application of these Rules is mandatory to all employees, According to these Rules the employee shall contribute towards PF contribution at the rates prescribed in the Rules and matching share of contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner, Karnataka, Bangalore every month to PF Account and Pension Fund Account. The payment of contributions shall cease, on the employee quitting from the service either on resignation, dismissal or by retirement. The accumulated PF contributions will be paid to the employees directly by the Regional Provident Fund Commissioner, Karnataka, Bangalore. For details with regard to PF and Pension benefits, the Employees Provident Fund and Miscellaneous Provision Act, 1952 be referred to which are operative.

CHAPTER-XI

11 DUTIES AND RESPONSIBILITIES OF VARIOUS CADRES

11.1 Principal

- 11.1.1** The principal is the Chief Executive of the Institute and is responsible to the Board all academic, administrative and financial matters of the institute.
- 11.1.2** He/She is to function as the Member Secretary of the Board of Management.
- 11.1.3** To be a link between Management, Chairman on one hand & the institute administration, staff, students and all stakeholders on the other hand.
- 11.1.4** To provide the interface to Project the activities of the institute as decided by the MANAGEMENT/TRUST to all external agencies.
- 11.1.5** To ensure extension of all facilities and support for the conduct of the programmes of any other agency as decided by the MANAGEMENT/TRUST
- 11.1.6** As the Principal is the Member Secretary of the Board, he is the functionary legally responsible on behalf of the institute in all matters.
- 11.1.7** To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Chairman.
- 11.1.8** To furnish periodical statements (Say Quarterly) of financial, academic and other matters pertaining to the institute through the Principal to the Chairman.
- 11.1.9** To obtain approval of the Chairman on behalf of the Board subject to the ratification of Management for any urgent action to be taken by principal.
- 11.1.10** To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through the respective heads of Units. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- 11.1.11** To write the confidential reports of all the faculty and maintain them in his custody. However the CR's of non-teaching faculty (Except Class IV) will be written by concerned HOD and submitted to the Principal for safe custody.
- 11.1.12** To oversee and ensure that the academic and administrative functioning of the institute is smooth and satisfactory.
- 11.1.13** To interact with all external agencies such as Industries and other professional organizations as could be decided by the Board/Trust.

- 11.1.14** To take necessary legal advice and follow up action whenever required on behalf of the institute.
- 11.1.15** To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial & administration of the institute. To this extent, to have close liaison with the State, Central Government Department, AICTE and Universities.
- 11.1.16** To conduct periodic, monthly review meeting with the faculty and the administrative staff of the institute to ensure effective internal follow up of all matters discussed at such meetings.
- 11.1.17** To act as sanctioning authority for all tours of all faculty and staff members recommended by concerned HODs excluding himself to keep Chairman informed of all such tours approved.
- 11.1.18** To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself and to keep the Chairman informed of the position in matter.
- 11.1.19** To sanction delegate's fee and permission for staff to present papers at National Conferences in ----
- 11.1.20** To obtain the approval of the Chairman for the participation at National & International Conferences.
- 11.1.21** As regards participation in other activities outside the normal schedule of the institute, prior intimation is to be given to the Principal.
- 11.1.22** To ensure admission of students to the Under Graduate and Post Graduate courses as per the norms prescribed by University and also the State Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
- 11.1.23** To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in this behalf in consultation with Chairman of the Board for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- 11.1.24** To receive examinations application forms for appearance at respective examinations and forwarding the same to the affiliated University and to ensure satisfactory and prompt conduct of University examinations as per norms stipulated

by the University and subsequently receive the results from the University and announce the same.

- 11.1.25** To ensure appropriate documentation through committees, whenever required of planning and development proposals for funding agencies, consultancy & collaborative organizations and any other material required by academic & administrative authorities such as the University, AICTE, State and Central Governments in consultation with chairman.
- 11.1.26** To arrange for necessary collection of approved fees from students at prescribed rates and arrange for disbursement of stipends/scholarships to eligible students.
- 11.1.27** To ensure follow up and receive the appropriate grants from the various funding agencies.
- 11.1.28** To prepare Budget Estimates for capital and recurring expenditure in respect of UG and PG departments through HoDs and section.
- 11.1.29** To make payments towards the various activities of the institute as per the approved Budget after scrutiny by COA/Finance officer.
- 11.1.30** To oversee maintenance of proper records for receipts, payments and register of all assets of the institute. Counter signature of the daily cash book with regard to financial transactions made and to check at least in a fortnight.
- 11.1.31** To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- 11.1.32** To ensure maintenance of proper discipline both among students and staff
- 11.1.34** To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
- 11.1.35** To ensure proper maintenance of the campus and arrangements for security for the assets of the institution
- 11.1.36** To attend all matters pertaining to the Board. To arrange for the preparation of agenda and the meetings of the Board. To prepare the draft minutes of Board meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the Board meetings and convey to the Board, the actions taken by him of the Institute.
- 11.1.37** Perform any other function that may be assigned by the Chairman or the Board from time to time.

Vice- Principal

- 11.1.38 To discharge routine duty of Principal during absence of Principal.
- 11.1.39 Prepare and execute academic calendar and Carry out result analysis and submit corrective measures to Principal.
- 11.1.40 Prepare and execute academic calendar and Initiate supplementary teaching measures.
- 11.1.41 Deputing the staff for higher studies, Co-curricular activities and Formation of student council.
- 11.1.42 Cultural activities, Sports activities, Student discipline, Annual Magazine/News Letter and Alumni interaction.

11.2 Head of the Department (HOD)

- 11.2.1 Teaching to the Students.
- 11.2.2 Instructions and conduction of experiments in laboratories.
- 11.2.3 Students Assessment, Evaluation and Conduction of Examinations Under University/Autonomous System.
- 11.2.4 To Ensure Prompt Compliance of University Requirements as Regards Departmental Assignments and Evaluation System.
- 11.3.5 To Encourage and Plan Schemes of Collaborations, Consultancy with Industry and other Professional Organization and Designated Authorities
- 11.2.5 To Ensure Proper Maintenance and Upkeep of the Department
- 11.2.6 To Plan and Prepare Project and other proposals for the Development of the Department.
- 11.2.7 Monitoring and Conduction of Regular Classes as per the time table and to ensure the Conduction of Classes as per Lesson Planning.
- 11.2.8 Conduction of Monthly Departmental Meetings in order to Review the Performance of the academic and other Co-Curricular activities.
- 11.2.9 To monitor duties of Faculty and non-teaching staff of the department.
- 11.2.10 To maintain contact with Industry, Govt. Departments and Govt. Agencies, so that Research activities and modernization of laboratories are achieved.
- 11.2.11 To monitor students academic progress and arrange for Teachers'-Parents' meeting.
- 11.2.12 To ensure prompt inter departmental activities and support by extending the necessary co-operation and facility whenever required as per Requirements of University and other Agencies.

11.2.13 To ensure the appraisal of the Faculty by the Students and to send the consolidated report to the Principal.

11.2.14 To write the confidential reports of all Non-Teaching Staff and Submit to the Principal every year.

11.2.15 Any other work entrusted by the Principal, Chairman and Management.

11.4 Professor/Associate /Assistant Professor

11.4.1 Professor:

Duties

11.4.1.1.1 Design /revision and up-gradation of courses

11.4.1.1.2 Deliver lecture, practical skills, methods and techniques to students using innovative methods and technologies.

11.4.1.1.3 Prepare course materials, lesson plans for the course assigned

11.4.1.1.4 Take up on priority mandatory works of the college like paper setting, invigilation, evaluation etc...

11.4.1.1.5 Conduct internal tests, semester end examinations and universities examinations with almost integrity.

11.4.1.1.6 Monitor (Proctoring) Students

11.4.1.1.7 Supervise (Innovative) student projects

11.4.1.1.8 Involve in the department activities (strengthening laborites, organization and developing new methods in academic /administrative activities)

11.4.1.1.9 Involve in the process of procuring course materials /textbooks, laboratory equipments;

11.4.1.1.10 Participate in all departmental and college activities as prescribed

11.4.1.1.11 Publish at least one paper in conference in a year (either national or international).

11.4.1.2 Any other responsibility assigned by the HOD/Principal/Management from time to time.

Responsibilities:

11.4.1.3 Continue research work; post doctoral fellowship at reputed universities/ organizations.

11.4.1.4 To prepare and submit proposals for external funding agencies like VTU, AICTE, DST, etc

- 11.4.1.5 Guide research scholars for PhD
- 11.4.1.6 To make presentations at national and international conferences and similar events Publish at least 3 papers in referred and non-paid journals National/International, in a block period of 3 years. In place of joint authors fractional weightage will be given;
- 11.4.1.7 Writing Text books/Manuals/Monographs, etc
- 11.4.1.8 Develop products and applying for patents.
- 11.4.1.9 Undertake consultancy works for income revenue generation (IRG).
- 11.4.1.10 Keep abreast of current developments in their respective fields.

Associate Professor

Duties

- 11.4.1.11 Involve in design/revision and up-gradation of courses
- 11.4.1.12 Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques
- 11.4.1.13 Prepare course material, lesson plans for the courses assigned;
- 11.4.1.14 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc
- 11.4.1.15 Conduct internal tests semester end examinations and university examinations with at most integrity;
- 11.4.1.16 Submit self-annual performance appraisal before the commencement of the academic year adhere to the same;
- 11.4.1.17 Publish at least one paper in conference [National /International] in a year. [in case of joint authors only fractional weightage will be considered];
- 11.4.1.18 Any other responsibility assigned by HOD/Principal/Management from time to time

Responsibilities

- 11.4.1.19 Pursue research and consultancy works [IRG];
- 11.4.1.20 To prepare and submit proposals for external funding agencies like VTU, AICTE, DST etc;
- 11.4.1.21 To make preparations at National and International conferences and similar events;
- 11.4.1.22 Keep abreast of developments in their respective fields.

Assistant Professor

Duties

- 11.4.1.23 Prepare course materials, lesson plans for the course assigned;
- 11.4.1.24 Deliver lecture using innovative methods and technology;
- 11.4.1.25 Submit self annual performance of appraisal before the commencement of the academic year and adhere to the same;
- 11.4.1.26 Assist students for improving their learning in academics;
- 11.4.1.27 Supervise student projects;
- 11.4.1.28 Monitor [proctoring] students;
- 11.4.1.29 Accompany students during field trips and industrial visits;
- 11.4.1.30 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc;
- 11.4.1.31 Conduct internal tests, semester end examinations and university examinations with at most integrity;
- 11.4.1.32 Attend at least one FDP (workshop/conference/STTP) during the lean period/semester breaks (minimum duration shall not be less than a week)
- 11.4.1.33 Involve in the departmental activities (strengthening laboratories, organizing and developing new methods in academic/administrative activities);
- 11.4.1.34 Involve in the process of procuring course materials/text books, laboratory equipment etc;
- 11.4.1.35 Participate in all departmental and college activities as prescribed;
- 11.4.1.36 Any other responsibility assigned by HOD/Principal /Management from time to time.

Responsibilities

- 11.4.1.37 Keep abreast of current developments and stay relevant in their respective fields.
- 11.4.1.38 Publish at least one good quality (having impact factor of above 0.5) technical paper in a year in their respective field (In case of joint authors fractional weightage will be considered)

11.5 Workshop Staff/Laboratory Staff

The workshop/laboratory staff is categorized as

- i. Workshop Superintendent
- ii. Foreman/Instructor
- iii. Assistant Instructor
- iv. Mechanic
- v. Workshop Attendant /Helper

The various workshops should be under the overall charge of the workshop superintendent. The workshop superintendent shall be of the rank of an Asst. Professor. The Foreman shall be of the level of Lecturer.

11.6.1 Workshop Superintendent:

The Workshop Superintendent shall be of the rank of an Assistant Professor from the department of Mechanical Engineering. He is the Head of all the workshops in institute and is responsible to the Head of the Department in all matters concerned to men, materials, machines and maintenance in workshops and services to various departments.

The job description is as follows:

- i. Planning, scheduling, organizing, coordinating and monitoring workshop classes and tasks of the institute
- ii. Plan, deliver and evaluate theoretical & workshop instruction
- iii. Design, develop and test instructional materials and tasks for skill training
- iv. Plan and organize staff development programmes for workshop staff
- v. Procurement and commissioning of plant and equipment in the workshops.
- vi. Procurement and storage of raw materials, tools and instruments.
- vii. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- viii. Advise and assist students and faculty members in the fabrication of their projects
- ix. Manage the maintenance of equipments and tools in the shops including preventive and breakdown maintenance, laydown safety procedures
- x. Participate in professional development activities

11.6.2 Foreman/Instructor

The Foreman/Instructor is responsible to the Workshop Superintendent in the department of Mechanical Engineering in all matters connected with the workshop / Laboratory instructions, proper utilization of men, materials and machines and maintenance of shops assigned to him.

The job description is as follows:

- i. Erection/Installation/Commissioning of plant and equipment
- ii. Procurement/Storage/Accounting of raw materials, tools and instruments.
- iii. Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks.
- iv. Arranging for the issue of raw materials, tools and equipments for the workshop jobs
- v. Plan, deliver and evaluate theoretical and workshop instruction
- vi. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance
- vii. Arrange for preventive and breakdown maintenance
- viii. Assist students and faculty members in the fabrication of their projects
- ix. Participate in professional and development activities
- x. Assist the workshop superintendent in certain functions as and when necessary

11.6.3 Assistant Instructor

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of tools, equipment and materials in the workshop allocated to him.

The job description is as follows:

- i. Procurement/Storage/Accounting of raw materials, tools and instruments
- ii. Issue of materials/tools/equipment for shop jobs
- iii. Plan, deliver and evaluate shop instruction
- iv. Guide the students in the performance of practical tasks and skill exercises
- v. Inculcate safety procedures and safety practices among students
- vi. Supervise the maintenance of tools and equipment including preventive and breakdown maintenance

- vii. Assist students and faculty members in the fabrication of their projects

11.6.4 Mechanic:

The Mechanic is responsible to the Assistant Instructor / Instructor and the Foreman of the workshop in all the matters concerned with instruction, utilization and maintenance of tools, equipments and materials in the workshop allocated to him.

The job description is as follows:

- i. Assist the Assistant Instructor in his work
- ii. Guide the students in their practical classes to complete the Experiments
- iii. Assist students and faculty members in the fabrication of their projects

11.6.5 Workshop Attendant/Helper

The Workshop Attendant/Helper shall be responsible to Assistant Instructor/Instructor/Foreman /Workshop Superintendent

The job description is as follows:

- i. Assist the Foreman/Instructor and Asst. Instructor in the performance of their duties
- ii. Routine maintenance of tools and equipments.

11.7 Laboratory Staff

For all the departments except Computer Science departments, the laboratory staffs are categorized as follows.

- i. Foreman
- ii. Instructor
- iii. Assistant Instructor
- iv. Mechanic
- v. Helper

Duties and responsibilities of the above staff in the department of Mechanical is already mentioned in Section.

11.7.1 Foreman

The Foreman in any other department is responsible to the HOD in all matters connected with the Laboratory instruction, proper utilization of men, materials and machines and maintenance of shops/Laboratories under his control.

The job description is as follows:

- i. Erection/Installation/Commissioning of plant and equipment
- ii. Procurement/Storage/Accounting of raw materials, tools and instruments.
- iii. Planning, scheduling, organizing, coordinating and monitoring Laboratory instructions and tasks.
- iv. Arranging for the issue of raw materials, tools and equipments for the Laboratory jobs
- v. Plan, deliver and evaluate theoretical and Laboratory instruction
- vi. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance
- vii. Arrange for preventive and breakdown maintenance
- viii. Assist students and faculty members in the fabrication of their projects
- ix. Participate in professional development activities
- x. Assist the faculty in charge of laboratory in certain functions as and when necessary.

11.7.2 Instructor:

The Instructor is responsible to the faculty member in charge in all matters connected with the laboratory instruction, proper utilization of men, materials and machines and maintenance of laboratory under his control.

Assist the students and faculty members in conducting experiments/ practical work/research work

11.7.3 Assistant Instructor:

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of instruments, equipment and materials in the laboratory allocated to him.

Assist the students and faculty members in conducting experiments/ practical work/research work.

11.7.4 Mechanic:

The Mechanic is responsible to the Assistant Instructor/Instructor of the laboratory in all the matters concerned with instruction, utilization and maintenance of instruments, equipments and materials in the laboratory allocated to him.

The job description is as follows:

- i. Assist the Assistant Instructor in his work
- ii. Guide the students in their practical classes to complete the experiments
- iii. Assist students and faculty members in the fabrication of their projects
- iv. Assist the Asst. Instructor / Instructor in minor repairs of the instruments/equipments.

11.7.5 Helpers

The helper shall be responsible to the Technical Assistant and the faculty members of the laboratory

The job description is as follows:

- i. Cleaning of apparatus, tools/instruments, equipment and accessories
- ii. Assist the mechanic/Assistant Instruction/Instruction in their work

11.8 Computer Center Technical Staff

11.8.1 System Manager

The system manager shall be a full time post with the cadre equivalent to Asst. professor. He shall have a teaching load of 4 hours per week. The qualifications for the post of system manager shall be the same as that of an Asst. professor with an additional requirement of having undergone a training course/diploma in the Management of computer center or having a work experience of at least two years in the Management of a computer center. The system manager shall be responsible for planning and execution of an effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

11.8.2 System Analyst

The System Analyst shall be a full time post with the cadre of a lecturer with an additional requirement of having undergone a training course/diploma in Management of computer. He shall have a teaching load of 4 Hours/Week. The

System Analyst is responsible to report to the HOD of Computer Science and System Manager all the activities associated for effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

11.8.3 Computer Programmer

Computer Programmer will report to System Analyst/HOD Computer Science. Computer programmer is responsible to develop the programs for a problem in consultation with a faculty concerned. He has to debug and execute the developed program. He is also responsible for upkeep of the computer lab.

The job description is as follows:

Assist the System Manager/System Analyst, staff and students in writing computer programs, debugging source programs, executing the computer programs and obtaining computer outputs.

11.8.4 Computer Operator

The computer operator is responsible to the system manager and the system analyst in all matters connected with the operation of computer system and peripherals.

The job description is as follows:

To assist the programmer, students and staff in execution of the computer programs and obtaining the computer output results and in the use of computer peripherals such as printer and plotter.

11.9 Library Staff

The Library staff is categorized as follows (i). Chief Librarian/Librarian (ii) Assistant Librarian (iii) Library Assistant (iv) Library Attendants.

11.9.1 Chief Librarian/Librarian

The Chief Librarian/Librarian is responsible for planning and development. The Chief Librarian/librarian of the institute provide the necessary library services to the students and staff of the institute. He is responsible to the Principal in all matters connected with the library activity.

The job description is as follows:

- i. General Administration
- ii. Budgeting
- iii. Books/Periodicals/Video tapes selection and acquisition
- iv. Planning and development of the library

- v. Supervising of cataloguing and indexing
- vi. Arranging for book binding
- vii. Supervising the usage of e-journals and e-library facility

11.9.2 Assistant Librarian

The Assistant Librarian is responsible for the Chief Librarian/Librarian in all matters connected with the library.

The job description is as follows:

- i. Assisting the Librarian in his work
- ii. Cataloguing and classification of books and periodicals

11.9.3 Library Assistant

The Library Assistant is responsible to the Assistant Librarian and the Chief Librarian/Librarian.

The job description is as follows:

- i. Issue and receiving of books
- ii. Restoring the books and periodicals
- iii. Maintenance of reference library, reading room and e-library facility

11.9.4 Library Attendants:

The Library Attendants are responsible to the Chief Librarian/Librarian

The job description is as follows:

- i. Checking at the entrance
- ii. Control at the property counter
- iii. Labeling/pasting
- iv. Maintaining and upkeep of library
- v. Binding of books

11.10 Placement & Training Department:

The department of placement and training consist of

- i. Placement & Training Officer
- ii. Data Entry Operator
- iii. Helper

11.10.1 Placement & Training Officer:

The Placement and Training Officer should be of the cadre of a Professor or assistant Professor and this post must be treated as a non-vacation post. The officer shall have a teaching work load of four to eight contact hours per week. The placement and training officer should maintain a good liaison with industry in and around the place of the campus. He should conduct an annual survey of job requirements in the industries, research and service organizations. He should arrange for training for students, campus interviews, in-plant training and also arrange to get industries' sponsored projects for both staff and final year students. He should create data bank of personnel who are experts in their respective fields from industries/ research/service organizations and invite them to the institution to deliver lecture for the benefit of students and staff members. He should arrange for training to staff members in industries /research/service organizations.

The placement and training officer should create a data bank of the alumni who are placed in reputed industries / research / service organizations.

He must help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in Industries / Research / Service organizations.

11.10.2 Data Entry Operator:

The data entry operator is responsible for entry of relevant data of student, data pertaining to the soft skill trainers, experts in industries / research / human resource personal of various industries

11.10.3 Helper:

He will be assisting the placement and training officer in all placement and training activities.

11.11 Physical Education Department

The physical education department consists of

- i. Director
- ii. Helper/Ground maintenance staff

The job description is as follows:

11.11.1.1 He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.

11.11.1.2 He will be responsible for conduct of tournaments and athletic meets at the institute; and impart coaching and / or training to the students to participate in inter-collegiate and /or inter-university competitions, and also national and international competitions.

11.11.1.3 The Director of Physical Education shall arrange for sports meet and other coaching camps for the students.

11.11.1.4 The Director of Physical Education shall be responsible for selection of a team of talented students to represent the institute for various sports events and motivates them to win trophy, shield, medals and other prizes.

11.11.1.5 He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Principal or any other higher authorities.

11.11.1.6 He is the Member–Convener of the Sports Committee and arranges for Periodical meetings of the committee and maintains the minutes of the meetings.

11.11.1.7 He is responsible for maintenance of the Day Book, Stock Book and the accounts of the sports fund.

11.11.1.8 The Director of Physical Education shall arrange for periodical stock verification of sports materials and other equipments at least once in a year and submit a report of stock verification to the principal with his specific findings duly indicating the current status through the Sports Committee.

11.11.2 Helper:

- i. Helpers are responsible to the Principal
- ii. They should upkeep the indoor and outdoor field
- iii. They should help in conduction of all games, sports activities including tournaments.

11.12 Building Section/Maintenance Department

The Building department is headed by a Resident Engineer. He is responsible for construction and maintenance works. The following are the cadres in Building department

- i. Resident Engineer
- ii. Site/Maintenance Engineer
- iii. Junior Engineers/Maintenance Supervisor
- iv. Maintenance Attendants/Assistants

There shall be a minimum of one resident engineer, one Site/Maintenance Engineer, two Junior Engineers and Maintenance Attendants (housekeeping, maintenance of lawns and gardens & security).

11.12.1 Resident Engineer

The Resident Engineer is responsible to the Principal in all matters concerned with the upkeep and maintenance of buildings, water supply, sanitation, electricity, cleaning of class rooms & laboratories, maintenance of gardens, repairs, minor alteration, security arrangements etc. He is also responsible for construction works in the institute.

11.12.2. Site/Maintenance Engineer

The site/Maintenance Engineers are responsible for the Resident Engineer in all the aspects concerned with the maintenance work of the Institution. They are also responsible for the construction activities to the resident engineer

11.12.3. Junior Engineer/Maintenance Supervisor

The Junior Engineer/Maintenance Supervisor is responsible for Resident Engineer and Site/Maintenance Engineer in all aspects concerned with upkeep of the campus/construction work of the Institution.

11.12.4 Maintenance Attendants/Assistants

The Maintenance Assistants consist of electrician, mason, plumber & carpenter etc. The Maintenance Attendants consist of persons for housekeeping, sanitary workers, security personnel and garden workers. They are responsible to the Maintenance Assistants, Maintenance Supervisor in the work assigned to them.

11.12.1.1 Administrative Section:**Administrative Officer**

11.12.1.2 Administrative Officer (AO) is Head of the Administrative wing of the institute. AO is responsible to the Principal in overall administration and specifically responsible for financial, stores, transport section and Board of Management.

11.12.1.3 To be the custodian of service records of all staff (teaching and non-teaching) except Principal. To assist Principal in all matters pertaining to the Board, Director of Technical Education, State Government, Central Government and other agencies connected with the institute.

11.12.1.4 To assist the Principal in all meetings held in the institute where his presence is indicated.

11.12.1.5 To assist the Principal in all matters pertaining to the students.

11.12.1.6 To assist the Principal in all matters of staff recruitment.

11.12.1.7 To supervise the working of all the sections of the administrative wings.

11.12.1.8 To arrange for audit of accounts and furnish replies to audit reports.

11.12.1.9 To assist Principal in all legal matters connected with the Institution.

11.12.1.10 To attend any other work that will be assigned by the higher authorities.

11.12.1.11 Accounts Officer

11.12.1.12 To keep all financial matters pertaining to the institute in order and up to date

11.12.1.13 To attend financial matters with specific reference to Grant-In-Aid code

11.12.1.14 To prepare Budget statements and attend to follow up matters pertaining to budget provision

11.12.1.15 To attend matters pertaining to Grants with specific reference to State Govt, Central Government, TRUST Educational Trust and other Agencies

11.12.1.16 To attend matters pertaining to Audit.

11.12.1.17 To attend AC/DC bills of examinations.

11.12.1.18 To prepare Annual Report of accounts

11.12.1.19 To verify (day-to-day) the relevant financial registers, cash book, General Ledger etc.

- 11.12.1.20 To verify and admit bills, vouchers etc.
- 11.12.1.21 To attend financial matters pertaining to the Buildings Section.
- 11.12.1.22 To attend any other work entrusted by AAO/Principal.
- 11.12.1.23 To attend regular check on Grants, receipt & expenditure.
- 11.12.1.24 To attend any other work that will be assigned by the higher authorities

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible in scrutinizing the bills of building, equipment, consumables etc., and attending matters pertaining to the maintenance of the bills, like water & power bills. They are also responsible for obtaining the various scholarships from different authorities and distributing them to the students. They maintain fee ledgers, refund registers, bank accounts, cash book, etc., They prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations. They attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt., and other organization is to be properly accounted.

The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and presenting to the higher authorities for taking suitable action.

To attend any other work entrusted by Superintendent/AAO/Principal

11.12.2 Superintendent-Examination

- 11.12.3.1 To attend all matters pertaining to the conduct of University examinations both theory and practical
- 11.12.3.2 To attend all matters pertaining to students taking University examinations like receiving applications forms, sending them to University, sessional marks dispatch to University etc.
- 11.12.3.3 To prepare AC and DC Bills in respect of both theory and practical exams.
- 11.12.3.5 To attend all matters pertaining to the results of University exams/Autonomous System
- 11.12.3.6 To attend matters pertaining to all examinations.
- 11.12.3.7 Attend to results analysis to be sent to Trust.

11.12.3.8 To attend to the entry of enrolled students and the same to be sent to the Universities.

11.12.3.9 To attend to supervision work of case workers

11.12.3.10 To review the weekly pending cases and bring them to the notice of the next superior

11.12.3.11 To give his opinion for all the files duly quoting the rules

11.12.3.12 To attend any other work that will be assigned by the higher authorities

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for receiving the applications, scrutinizing and forwarding to the university with relevant details. Receive the application form for revaluation, rejection of results, repeaters and process them accordingly.

Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university, preparation of the remuneration bills both for practical and theory examination Issue of course completion certificates, marks cards and preparation of statistical data required by the university.

The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and present to the higher authorities for taking suitable action.

To attend any other work entrusted by Superintendent / AO / Principal

11.13 Superintendent-Stores

11.13.1 To take all steps necessary for obtaining equipment and consumables as required by the respective departments of the institute including administration. To take all steps necessary for annual stock verification of all departments.

11.13.2 To take all steps necessary for the servicing and maintenance of equipment including office equipments.

11.13.3 To take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal same.

11.13.4 To take steps for renewal of all licenses.

- 11.13.5** To maintain all registers of the section in a satisfactory manner and bring them up to date.
- 11.13.6** To maintain day book and other stock regarding goods received
- 11.13.7** To attend processing of several schemes pursued by the institute like central assistance scheme etc.
- 11.13.8** To attend all AC and DC bills
- 11.13.9** To take all steps concerning the furniture of the institute like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc.
- 11.13.10** To take all steps regarding stationery requirements of the institute like (a) Ordering and passing the bills
(b) Entry in the registers both input and output etc.
- 11.13.11** To attend any other work that will be assigned by the higher authorities

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC, central assistant scheme. Maintain furniture/stationary issue register, stock ledger and unserviceable items register.

The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and presenting to the higher authorities for taking suitable action.

To attend any other work entrusted by Superintendent / AAO / Principal

11.14 Superintendent (Admission & Academic)

- 11.14.1** All matters pertaining to admission of students to the institute at all levels in line with the norms of the University, State and Central Government.
- 11.14.2** All works connected with VTU, DTE, AICTE & State Government in relation to the admission of students.
- 11.14.3** Students matters in relation to Scholarships, Educational and Project tours, Practical training, Certificates etc.,
- 11.14.4** Master timetable
- 11.14.5** Keeping track of Academic calendars.

11.14.6 Preparing reports and supply of information in relation to all statutory bodies.

11.14.7 Looking after matters pertaining to Summer/Winter Schools, Conferences, Seminars etc.,

11.14.8 To attend any other work that will be assigned by the higher authorities

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for admitting and collecting the fees at the beginning of the academic year. Preparation of the eligible candidates list and forwarding it to the concerned departments. Arrange for the conduction of workshops, seminars, conferences in the institute. Arranging for the project/industrial/educational tours of the students and faculty. Preparing the academic calendar as outlined by the university. Attending to various inspection committees like LIC, AICTE and furnishing all the details required by them.

The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and present to the higher authorities for taking suitable action.

To attend to any other work entrusted by Superintendent/AAO/ Principal

11.15 Superintendent - Establishment

11.15.1 To ensure that all papers pertaining to the staff of the institute (Teaching and Non-Teaching) are kept in order and update, in relation to schedule, recruitments, leave matters, pension, pay scales, promotion, seniority list, and in- charge arrangement.

11.15.2 To ensure that all papers pertaining to Board meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the Board meetings

11.15.3 To take steps for the issue of necessary office orders and subsequent follow up matters.

11.15.4. To attend to schedule of establishment charges, classification register, vacancy, issue of advertisements, filling of vacancies, posting, Board and sub-committee meetings (including staff selection committee),

appointment orders, matters pertaining to study leave, deputation of staff for higher studies, pension matters, matters pertaining to pay scales, issue of office orders, verification of personal files & service registers, pay rolls, matters pertaining to in-charge arrangement, matters pertaining to cadre and recruitment rules & matters pertaining to promotion & seniority list.

11.15.5 To review the weekly pending cases and bring them to the notice of the next superior.

11.15.6 To give his opinion for all the files duly quoting the rules

11.15.7 To attend to any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for various service related matters of the employees. They prepare the salary bills of the employees including various deductions. The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and present to the higher authorities for taking suitable action.

To attend to any other work entrusted.

CHAPTER 12: DELEGATION OF FINANCIAL POWER

The delegation of powers for various functionaries is tabulated in 12.1 the various sub-committees and their financial powers, expenses towards hospitality for meetings and guest for various cadres, expenses towards industrial visits, honorarium towards guests and invited lecturers are indicated in 12.2

SL NO	Description of power	Organization / institutional level	Institute level	Department level
		1. Chairman /Management	Principal	Head of department
		2. Director (Authorized Chairman whenever necessary)		
(1)	(2)	(3)	(4)	(5)
I	ADMINISTRATIVE			
1	To permit staff to carry out research work in the institution under grants, provided by the UGC. AICTE., etc.....	Full power	Full power	Recommends
2	To sanction promotion, officiating and other arrangement	Full power	Full power	Recommends
3	appointment of staffs for special coaching classes	Full power	Full power	Recommends
4	Appointment of part time lecturers for the vacant post	Full power	Full power	Recommends
II	PERMISSION TO STAFF			
5	To sanction acceptance of remuneration by institution official for work as examiner for various emanation universities	Full power	Full power	Recommends
III	LEAVE			
6	TO sanction maternity leave to female official	Full power	Full power	Recommends
IV	TA & DA			
7	Sanction TA to officials for attending meeting	Full power	Full power	Recommends
8	To sanction conveyance for office related work	Full power	Full power	Recommends

9	To authorize subordinate official to provide on duty behind on the state.	Full power	Full power	Recommends
10	To authorize subordinate officials to provide on duty behind the state but within the India	Full power	Recommends	Recommends
11	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate official's b/w places connected by rail	Full power	Full power	Recommends
12	to sanction daily allowance for halts on tour exceeding 10 days at a place to subordinate officials	Full power	Full power	Recommends
V	FINANCIAL			
13	To sanction arrear claims of subordinate officer	Full power	Recommends	Recommends
14	To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not covered specific provision in the rules of the organization.	Full power	----	-----
15	To sanction permanent advances for contingent expenditure to drawing officer	Full power	Full power	Recommends
16	To sanction expenditure on publication official advertisement in a newspaper	Full power	Recommends	-----
17	To permit in special circumstances the remittance of pay, travelling allowance and contingencies of officials, employed	Full power	Recommends	Recommends
18	To sanction refund of wrong excess credits provided	Full power	Recommends	Recommends
	1) Each claim supported by certified or original credit and its non-payment 2) The claim is preferred within 3 years of original credits 3) It is clearly established that it was a case of wrong or excess credits	Full power	Recommends	-----
19	To across administrative approval towards against funds provided in the budget	Full power	----	-----
20	Countersigning of all bills	Full power	Full power	Recommends

VI	FINANCIAL-STUDENT			
21	To sanction prefunds of revenue including fees, fines, etc.	Full power	Full power	Recommends
22	To refund fees paid by students who have been awarded free ship & of free ship	Full power	Full power	Recommends
23	Sanction of industrial visit for students and staff	Full power	Full power	Recommends
24	Sanction of study tour programme.	Full power	Full power	Recommends
VII	WRITE OFF -BAD DEBT			
25	To sanction the write off of 1) Irrecoverable charges relating to breakages 2) Value of book lost or missing from libraries found irrecoverable subject to condition the losing not caused by negligancy of any official (books issued for reference within the premises)	Full power	Full power for case less than one thousand	Recommends
VIII	EXHIBITIONS			
26	To sanction expenditure for participating in exhibition or VTU mela & other similar important state exhibition	Full power	Full power for case less than one thousand	Recommends
27	To sanction expenditure for participating in district & other exhibition within the state	Full power	Full power for case less than one thousand	Recommends
IX	STORES PURCHASE			
28	To declare stores as absolute, surplus or unserviceable and dippose them off subject to fixing responsibility for the loss where they have become obsolete, surplus or unserviceable owing to negligence	Full power	Full power for case less than ten thousand	Recommends
29	To sanction purchase of furniture.	Full power	Full power less than twenty-five thousand	Recommends
30	To sanction the purchase of office equipment.		Full power less than twenty-	Recommends

			five thousand	
31	To sanction charges for insurance on special goods, scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport		Full power for case less than one thousand	Recommends
32	To sanction local purchase of stationary articles in offices.		Full power for case less than five thousand	Recommends
33	To order the casual and emergent purchase of stores.		Full power less than twenty-five thousand	Full powers for amount less than 10 thousand within budget sanctioned
34	To accept the tenders for purchase of store ordered directly by the department.	Full Powers	Full powers for less than 25 thousand	Full powers for amount less than two thousand within budget sanctioned
35	To sanction the direct purchase of the following articles (a)Chemical and other consumables. (b)Apparatus and any other article of laboratory equipment not exceeding Rs. 10,000 for any article. (c)Tools, plants and all articles of workshop element not exceeding Rs. 10,000 for any article. (d) Controlled stores like iron, steels, cement, emulsion, timber etc not exceed Rs. 10,000. (e)Chemical paints, books, electric tubes and bulbs apparatus etc, vide (a) and (b) supra from government factories and janatha bazaars at the rate fixed by them taking into consideration the quality and workmanship of the articles	Full Powers	Full Powers (less than ten thousand)	Recommends
		Full Powers	Full Powers (less than ten thousand)	Recommends

	without calling for competitive quotations.			
36	To sanction (a) Contracts for running motor cycles stands, canteen. etc (b) Auction sales of grass etc in the premises of building. (c) Proposals for the disposal of withered fallen or felled trees in the aforesaid premises.	Full Powers	Full Powers (with the permission of chairman)	--
X	MAINTENANCE			
38	To sanction charges for repairs to institute vehicles.	Full Powers	Full Powers (less than ten thousand)	--
39	To sanction repairs of calculators, furniture and other articles of office equipment.	Full Powers	Full Powers (less than ten thousand)	Recommends
40	To sanction charges for shifting telephones from one office building to another.	Full Powers	Full Powers	---
41	To sanction repairs of buildings and other facilities in the campus.	Full Powers	Recommends	Recommends
43	To sanction expenditure on (a) Major overhauls of vehicles. (b) Minor overhauls of vehicles. (c) Petty repairs including replacement of missing or worn out parts tyres and tubes.	Full Powers	Full Powers (less than ten thousand)	Recommends
44	To sanction expenditure on 1. Repairs of apparatus, tools plants and another lab & workshop equipment. 2. Erection of equipment.	Full Powers	Full Powers (less than ten thousand)	Recommends

XI	LIBRARY			
45	To sanction the purchase of books of reference relation to the special work of particular departments including periodicals like magazines journals, books, BIS codes for their departmental libraries and for granting prizes.	Full Powers	Full Powers (less than ten thousand)	Full powers for amount less than five thousand within budget sanctioned
46	To purchase for institute purpose, Government of Karnataka / India, University, AICTE, NBA and other publication and copies of administrative reports.	Full Powers	Full Powers (less than ten thousand)	Recommends
47	To sanction charges for copying / photo copying	Full Powers	Full Powers	Recommends
48	To sanction charges in connection with the publications of handbooks and leaflets.	Full Powers	Full Powers (less than ten thousand)	Recommends
49	Subscription to the periodicals and journals for each department.	Full Powers	Full Powers	Recommends
50	To sanction advance payment for the supply of magazines.	Full Powers	Full Powers (less than ten thousand)	Recommends
51	To sanction book binding charges for old and worn-out library books.	Full Powers	Full Powers (less than ten thousand)	Full powers for amount less than two thousand within budget sanctioned

12.2 Sub-Committees and their financial powers:

All purchases of equipments and furniture's are to be produced through the departmental Purchase committee(Sub-Committee)/ institutional purchase committee as applicable. Purchase should adhere to the store-purchase department procedures (SPD)

12.2.1 Department of Purchase committee: up to 10,000/-

- a. HOD of the concerned department : Chairman
- b. Senior faculty as member : Member
- c. Register : Member Secretary

12.2.2 Institutional purchase committee up to Rs.1.00 lakh

- a. Principal : Chairman
- b. HOD of the concerned department : Member
- c. Senior Faculty of the Department : Member
- d. AAO : Member secretary

12.2.3 Institutional purchase committee more than Rs.1.00 lakh

- a. Chairman : Chairman
- b. Principal : Member
- c. HOD of the concerned department : Member
- d. Experts (outside the institute) : Member

12.2.4 Imprest amount towards hospitality for meetings and guest's science and management department

- HOD's @Rs.200/month
- Principal @Rs.500/month

12.2.5 Imprest amount towards Engineering Dept

- Principal : Imprest amount Rs.1000/-
- HOD's : Imprest amount Rs.500/-

12.2.6 Expenses towards Industrial visit

Local:

- Institute bus+diesel, driver bata @200 per day
- DA for accompanying staff as per norms

Outstation:

- Institute bus
- Accompanying staff DA as per norms or actual bill

12.2.7 Honorarium towards guests and invited lecturers

- Invited lecturers @Rs.1000/- lecture (1 hour)
- Guest lecturers @Rs.500/hour

CHAPTER-XIII

13. MISCELLANEOUS PROVISIONS: -

13.1 TRANSFER: Every employee is liable to be transferred from one institution to another institution managed by the same Trust, provided that such transfer does not entail any reduction in salary and position.

13.2 JOINING TIME:

13.2.1 When an employee is transferred from one Institution to another under the same Management, he/she should join the Institution to which he/she is transferred immediately, If he/she relieved in the afternoon, he/she must join in the afternoon similarly, if he/she relieved in the afternoon he/she must join in the forenoon of the next working day. In the case of transfer to outstation the employee has to report for duty at the place of posting after availing 5 days joining time.

13.2.2 An employee who does not join his/her post within the joining time, is not entitled to salary for the entire period till the date of joining, treating the period as absence. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the President that he/she was unable to join duty for reasons beyond his / her control.

13.3 DEPUTATION OF EMPLOYEES FOR HIGHER STUDIES:

No employee shall have claim for deputation for higher studies. However if any employee applies for sponsoring his/ her candidature for higher studies permission at the discretion of the Governing Body may be given for higher studies, subject to the following conditions.

13.3.1 The higher studies, shall be voluntary and on his/her own request.

13.3.2 No leave with salary be granted for the period of study.

13.3.3 Employees deputed for higher studies who fulfilled the terms and conditions including execution of Bond stipulated by Governing Body may be taken back to duty after successful completion of higher studies.

13.3 Service Certificate: Every permanent employee shall be entitled to a service Certificate at the time of leaving the service of the Institution. Such Certificate shall be valid if it is issued and signed by the Head of the Institution.

13.4 Liability to Search: Employees are liable to be searched by any person authorized in this behalf by the Management at any time and also while entering or leaving the institute Premises, Women employees shall be searched only by women.

CHAPTER-XIV**14. SEXUAL HARASSMENT PREVENTION POLICY:**

14.1 SCOPE OF THE POLICY: The policy shall cover complaints by employees against other employees, by subordinate staff against their Superiors, by students against Members of the faculty or non-staff and by students against their fellow students.

14.2 ‘Sexual Harassment includes any unwelcome sexually motivated behavior, direct or by implication and includes physical contact and advances, a demand or request for sexual favours, sexual implied remarks, showing pornography, any other vulgar items shall mean and include, but is not limited to the following.

14.2.1 When submission to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a Sexual natures are made, either explicitly or implicitly.

14.2.2 When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments remarks or jokes, letters, phone calls or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation stalking sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual’s performance or of creating an intimidating hostile or offensive environment.

14.2.3 When any form of sexual assault is committed, where a person uses, the body or any part of it or any object as an extension of the body in relation to another person without the latter’s consent or against that person’s will and person

14.2.4 When any such conducts as defined in (1) and (2) above are committed by a third party or outsider in relation to an employee of the Institution, or vice-verse in the premises of the Institution.

14.2 CONSTITUTION OF COMMITTEE AND TO PREVENT AND DEAL WITH SEXUAL HARASSMENT:

The Institution shall constitute a committee to deal with sexual harassment, the committee shall consist of three members, one female member to act as Chairman of the committee, the other two members will be one male and another female member. The

tenure of the office committee is for a period of two years and after the expiry of the said period the institution shall reconstitute the committee. The names of the persons on the committee from time to time along with their contact telephone number and other details shall be displayed on the Notice Board of the Institution.

14.4 POWERS AND DUTIES OF THE COMMITTEE:

14.4.1 To ensure implementation of this policy.

14.4.2 To ensure and supervise proper functioning of the committee.

14.4.3 To organize regular workshops and training programmes.

14.4.4 To formulate programmes for the spread of awareness of the policy among the management.

14.4.5. To bring out publication concerning sexual harassment and also concerning implementation of this policy.

14.5. GRIEVANCE PROCEDURE:

14.5.1 Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or an outsider to any of the members of the Committee.

14.5.2 Such a complaint may be oral or in writing.

14.5.3 If the complaint is oral, the same shall be reproduced in writing in detail by the committee member to whom the complaint is made.

14.5.4 The complainant will be kept confidential at this stage.

14.5.5 Immediately upon receipt of the complaint and within 2 working days, the Member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee.

14.5.6 Within a period of 5 working days from the date of such communication the chairperson shall convene a meeting of the committee.

14.5.7 The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/ her case and the accused to give his/ her version. The committee may examine witness from both the sides. The accused side will have the opportunity to cross-examine the witnesses. The Committee along with its report may submit documents, if any,

produced by the parties to the Governing Body for further necessary action in the matter.

14.6 PROTECTION AGAINST VICTIMISATION:

In the event of complainant being an employee and the accused being his/her superior, if the superior is found to be guilty the accused shall not act as superior of the complainant.

14.7 CONSEQUENCE OF COMPLAINT BEING PROVED:

In the event of allegations made in the complaint are proved against the employee, it will be taken as proved misconduct and the competent authority may impose any of the punishments as envisaged in the policy on disciplinary process. No need to conduct separate enquiry in the matter. Action shall be taken on the basis of the findings of the committee, However, before imposing any punishment, the accused employee shall be given a copy of the findings of the committee and he shall be called upon to show cause against the proposed punishment.

14.8 OBLIGATIONS OF THE GOVERNING BODY:

The GB of the Institution shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy. GB shall implement the decision of the committee constituted in an expeditious manner.

14.9 THIRD PARTY HARASSMENT:

In case of third party sexual Harassment the Institution will actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safely at least in the Institution's premises.

14.10 STALLING:

The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil criminal law.

The provision of this policy shall not restrict the power of Institution or complaint to proceed against the alleged offender for any other misconduct or to pursue the criminal or civil remedies.

CHAPTER-XV

15 RECRUITMENT PROCEDURE AND PROMOTIONAL POLICIES

15.1 Recruitment Procedure:

Advertisement: Posted in leading News Papers and in the College website for possible recruitment as per AICTE norms.

Applications: The applications along with the Resume and supporting documents will be Verified by the HR department.

Listing: Eligibility list will be prepared based on Qualification and Experience.

Merit List: Applications are segregated as per the Departmental requirements.

Expert Body: An expert panel is constituted with Special officer, Principal, HOD, subject expert and a University nominee as members.

Call Letters: Eligible Candidates will be notified to attend the interview on the scheduled date and time.

Test Conduction: Screening test will be conducted and the candidates are short listed based on the performance.

Demo Sessions: Each candidate is required to give the demo sessions on the subject of their interest using chalk and talk /PPT to assess the subject knowledge and teaching skills.

Interview: Face to face discussions with the candidates will be done with the panel of Experts.

Selection: A final selection list in the order of merit will be prepared based on the performance.

Orders: Appointment Orders are issued to selected candidates.

Duty report: Selected Candidates are required to report to the duty as per the Order issued.

Promotion Polices: Promotions are made as per AICTE guide lines.

15.2 Internal Promotion Policy for Faculty

15.2.1 Preamble

This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

15.2.2 Eligibility Promotion Process The process governing the promotion is as under:

15.2.3 List of eligible employees (LEE): HR Department shall prepare LEE.

15.2.4 Communicate LEE to HODs: The LEE shall be sent to the respective HODs for their Recommendation and vacant position.

15.2.5 Promotion Recommendation Form (PRF): The HOD shall fill in the PRF for the employee recommended for promotion and send it to the HR department by specified timeline.

15.2.6 Verification and submission of PRFs by HR Department to Principal: In order to ensure due justification for a promotion, new job description shall be entered in the PRF. HR shall then submit the PRFs to the Principal.

15.2.7 Review of PRFs: A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the Management for approval. The PRC will comprise the following:

- Principal,
- Head – Administration
- Two Heads of Departments

15.2.8 Approving Authority: The GC will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Management. Upon approval, Management shall review and approve the PRFs. All the promotion letters will be then be signed and issued by Chairman-Management.

15.3 Eligibility

15.3.1 From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines

15.3.1.1 Ph. D Qualification

15.3.1.2 5 years in the current position (from the date of joining/attaining previous promotion/completing PhD)

15.3.1.3 Prescribed research output

15.3.1.4 Acceptable teaching feedback

15.3.1.5 Demonstrated academic administration

15.3.1.6 For the Fresh Assistant Professors the Grade Pay as per AICTE norms Will be paid only on Completion of 3 years Experience at AMC Engineering College .

The Eligibility shall stand modified in the following cases:

15.3.1.7 For those whose probation may have been extended, the 5 year period will commence only after confirmation

15.3.1.8 For those who may not have cleared the ratification on the first attempt, the 5-year period will commence only after the date of ratification.

15.4 Policy and Procedure:

15.4.1 When Ph. D is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate)

For the Post of Assistant Professor in Engineering & Technology The Qualification shall be B.E/B. Tech and M.E/M. Tech in relevant branch with First class or Equivalent either in B.E/B. Tech or M.E/ M. Tech

15.4.2 Indicated Output (Assistant Professor to Associate Professor)

15.4.2.1 Minimum of 5 years experience in Teaching /research /Industry.

15.4.2.2 Qualification as applicable for Assistant professor with PhD or Equivalent in appropriate discipline.

15.4.2.3 At least 2 papers in peer-reviewed and respected journals (with not more than two co-authors); 2 conference / seminar papers in reputed conferences/ seminars. Participation in sponsored research projects will add significantly to the credit.

15.4.2.4 Teaching feedback from the students above 4 on a 5 -point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.

15.4.2.5 Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

15.5 Indicated Output (Associate Professor to Professor)

15.5.1 Qualification as for the post of Associate professor with Minimum of 10 years teaching Experience of which at least 5 years should be at the level of Associate professor or minimum of 13 years experience in teaching and research experience.

15.5.2 At least 3 papers in peer-reviewed and reputed journals as the first author* (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.

15.5.3 Teaching feedback from the students above 4 on a 5-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.

15.5.4 Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

15.6 Responsibility of the Promotion Recommendation Committee

To scrutinize, review and discuss all PRFs diligently in terms of eligibility, ascertain the staff member's ability to take up higher responsibility in the promoted position, before making the final recommendation.

- HR shall verify the job description and the new JD provided by the HOD.

15.7 Implementation

Promotions shall be taken up only once in a year.

As a rule, all promotions shall be approved by the GC. Promotion letter along with the JD shall be prepared by HR and handed over to the HOD.

- All promotions letters shall be handed over to the employee by the HOD.

15.8 Research Promotion

Guidelines/conditions for award of cash incentive for research publications and research activities.

15.8.1 Award of incentive for research publications in the referred international/national journals by faculty members who are on regular scales.

The principal is authorized to sanction the award of incentive after insuring the compliance of the conditions as cited below:

The publication may be considered subject to

- (a) Establishing the standard of the journal.
- (b) Copy of the Editorial Board of the Journal.
- (c) Copy of comments by the peer group/reviewers.
- (d) Copy of publications.

Any other conditions which the sanctioning authority deems fit.

15.8.2 There shall be no ceiling limit on the number of publications an individual faculty can publish.

15.8.3 A cash incentive of Rs 5,000/- per publication in referred journals having an impact factor above 1; and Rs 3,000/- per publications if the impact factor is less than 1.0.

15.8.4 The incentive amount shall be equally distributed amongst all the authors (only among faculty members of AMCEC).

15.8.5 The publications made by the Principal shall be referred to the Standing Committee for approval.

15.8.6 The faculty should submit the Impact Factor of the Journal.

15.8.7 Incentives are for only non-paid journals.

15.8.8 Publications should as faculty of AMCEC.

REWARD SYSTEM FOR PROMOTING FACULTY RESEARCH/INCENTIVES FOR GETTING EXTERNAL GRANTS FROM AICTE, INDUSTRY OR OTHER SOURCES BY FACULTY TO THE INSTITUTION

Extension of incentive of 5% of the total financial amount received for various research/development proposals to be shared among the Principal Investigator and other project Associates such as faculty/staff/students (listed in the proposal).

15.9 INTELLECTUAL PROPERT RIGHTS (IPR) POLICY.

15.10 CONSULTANCY

15.10.1CONSULTANCY PROJECT-TYPE 1 (USING THE LABORATORY FACILITIES OF THE COLLEGE

This involves participation of a teacher or a group of teachers who use institutional infrastructure such as workshop, laboratories, computers, etc., for the work.

Sharing for the net revenue:

1. 50% to the development fund of the institution (10% towards Department Development Fund + 40% to the institution)
2. 50% to be shared by the team involved with the work including supporting staff.
3. 10% TDS will be deducted for the Remuneration paid to teaching and non-teaching staff members

15.11 CONSULTANCY PROJECT – TYPE 2 (WITHOUT USING THE LABORATORY FACILITIES OF THE COLLEGE)

15.11.1 This involves participation of teacher without using any institutional infrastructure.

Sharing of net revenue

1. 30% to the development fund of the institution (10% towards department development fund +20% to the Institution)
2. 70% to be shared by the team involved with the work.
3. 10% TDS will be deducted for the Remuneration paid to teaching and non-teaching staff members.

15.12 SERVICE OF NOTICE:

15.12.1 Any matter required to be notified under these rules and any notice by the Management to the employees in the college shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.

15.12.2 Any notice or letter of communication intended for an employee may be delivered to him/her personally in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the

employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time provided a copy thereof is exhibited on the Notice Board. Such refusal will render the employee liable for disciplinary action.

15.12.3 In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him/ her by registered post with acknowledgement due to the last known address entered in his/her service register of the employee shall be deemed to have served on him/her (It is mandatory on the employee to update the change in address) where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board and such display shall be deemed to be adequate service of communication, letter or notice on the employee.

15.12.4 Any matter required to be notified under the rules and any notice of communication by the Management to employees will be in Kannada / English.

CHAPTER-XVI

16. TRAVEL EXPENSE REIMBURSEMENT & DAILY ALLOWANCE:

16.1 Reimbursement of travel expenses including accommodation charges & Daily allowance is granted in accordance with the rules laid down by the Governing Body from time to time.

16.2 Subject to limits prescribed in the schedules appended below, reimbursement of travel expenses shall include the following.

16.2.1 Actual cost of ticket or fare paid for the journey within the permitted mode of travel.

16.2.2 Accommodation charges, if any within the prescribed limit.

16.2.3 Daily allowance as applicable.

16.3 Higher class in the mode class of travel is permissible only when authorized by the Principal of the college or the Chairman of the Governing Body.

16.4 The Governing Body reserves the right to arrange or prescribe travel and accommodation of its choice for any class of employees while they are on authorized itinerary. When travel or accommodation is not provided, actual travel expenses/ actual room rent within the range prescribed below in the schedule is admissible, subject to production of original bills.

16.5 Traveling on official duty must be undertaken by the cheapest mode of conveyance and by the shortest routes,

16.6 Airfare will be reimbursed only against production of receipts / used passenger coupons tickets and not against the bills of travel agents.

16.7 When an employee is required to cancel his/her journey, the difference between the fare actually paid by him/ her including reservation charges, if any the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions.

16.7.1 Cancellation of the journey is due to exigencies of work and the Head of the Institution is authorized such cancellation.

- 16.7.2** The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
- 16.7.3** The claim for reimbursement shall be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation charges, if any. Proof of payment and refund shall be enclosed to the claim.
- 16.7.4** The cancellation is to be made by the employee without any loss of time and the advantage of lower rates of cancellation is to be availed.
- 16.7.5** Once approval has been obtained by an employee from the Chairman / Governing Body / Head of the Institution for a specific travel, the cancellation of the same will not entitle him/her to adjust the same approval towards any other travel, Separate approval has to be obtained from the Head of the Institution for each travel (Authority & conditions for granting approval are provided in the schedule given below).
- 16.8** Traveling advances may be paid to employees on their request in writing and the advance shall not be more than the approximate expenses likely to be incurred for performing the journey. If the advance taken exceeds the amount claimed in the bill submitted, the balance shall be credited to the Institution, forthwith.
- 16.9** Daily allowance is admissible from the time of commencement of the journey upto the time of return to the usual place of work.
- 16.10** Daily allowance is granted while on travel to defray the cost of meals, refreshments, local conveyance, room rents, laundry charges and other incidental expenses. There fore, these expenses are not separately reimbursed.
- 16.11** When cost of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise by the Institution, the entitlement to daily allowance will be restricted to 50%.
- 16.12** No daily allowance is admissible during the period when an employee goes a while an official Itinerary.
- 16.13** A claim is settled on the basis of the information available on the dates of admitting claim for reimbursement. Revision of a claim for daily allowance once admitted is not permissible. Accordingly, no arrears of daily allowance is payable where an employee is

promoted or reverted or is otherwise granted increase in the basic pay or a change in the scale of pay with retrospective effect.

16.14 All TA, DA bills of staff members shall be approved by the Head of the Institution. However if any claim is not within permitted guidelines, then such claims shall be forwarded to the Chairman, Governing Body for approval.

16.15 Following claims for TA, DA shall be approved by the Chairman of the Governing Body only.

16.15.1 All Heads of the Institutions.

16.15.2 Foreign travel of any staff.

16.15.3 Participation in International / National Conferences, Seminars, Workshops etc.

16.16 If the staff gets reimbursement of the expenditure by any other agencies for the journey undertaken by them, fully or partly, the claim amount shall be reduced by the amount reimbursed by other agencies.

16.17 Travel on academic work such as Examination / Valuation or any other work of the University or Statutory Bodies where traveling expenses are reimbursed by such bodies, shall not entitle to claim reimbursement of expenditure.

16.18 Each travel bill shall contain a brief tour report explaining the purpose for which the tour is undertaken.

16.19 All TA, DA Claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return from the journey.



CHAPTER-XVII

17. DISPLAY OF RULES

These Rules may be displayed on the Notice Board or such other places as specified by the Head of the Institution within the premises of the Institute.

References

1. *Duties and responsibilities of TRUST employees*
2. *Karnataka Civil service (General Recruitment) Rules 1977*
3. *Karnataka Civil service (Probation) Rules 1977*
4. *Karnataka Civil service (CCA) Rules 1957*
5. *Karnataka Civil service (conduct) Rules 1966*
6. *Karnataka Government servants (seniority) Rules, 1957*
7. *All India council for Technical Education Act, 1987 and regulation made there under.*
8. *Cadre and recruitment rules for Government Engineering Institutes, Polytechnics and the Department of Technical Education*
9. *All India Council for Technical Education and state Government pay scale books*
10. *Visvesvaraya Technological University service rules for the employees.*
11. *AICTE Hand Book 2018-19*